

Better Community Business Network

Grant Application Form 2019

Please ensure that you have **read and understood the application terms and criteria** before completing the following application. Please complete this form electronically and submit it by email as a word format to grants@bcbn.org.uk

**Section 1 Contact Details**

**Name of organisation/ project**

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**Address**

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**Postcode**

**Full name**

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(Contact details of the person responsible for the application)

**Position in organisation/ group**

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**Email address**

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**Telephone (daytime)**

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**Section 2 - About your Organisation/ Project**

Nature of Organisation

**In what year was it founded?**

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**Are you a profit-making organisation?** Yes  No

**Are you a registered charity?** Yes  No

**If yes, please provide registered number**

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**Number of Employees (full time and voluntary)**

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**What is its annual revenue for the latest financial year?**

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**Website URL\***

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Social Media accounts:

**Facebook page**

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**Twitter handle**

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**Other**

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*\*If you do not have a website you may include a link to a blog page or any online/ published resources/ material regarding your organisation, community group or project.*

**Section 3 - About your project**

**Project title**

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**In your own words, please describe the activities you/ your organisation/ group undertake**

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**Please provide a summary of what you require funding for** (this should be in 70 words)

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**What category does your project fall into?**

Select the categories that the funding applies to

*Please double click on the box that applies to you and select ‘checked’ as default value*

|  |  |
| --- | --- |
| Children/ Education | Prisoners/ Ex-offenders |
| Arts & Culture | Disability |
| Environment | Elderly |
| Health | Social Cohesion/ Community |
| Homeless/Poverty | Sport & Recreation |

If "Other": please specify

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**In which UK City is your project taking place?**

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**Project start date**

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**Project end date**

*For any of the following questions, please continue on a separate sheet available at the end of this application if necessary*

**What are you planning to do? Please be as specific as possible.**

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**Why do you need this project?**

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**Why is there a need for this project? Who will it benefit? Will it benefit the local community?**

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**Please describe in detail how the funds will be used**

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**Why is BCBN key to your funding?**

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**Project Financial Details**

**Are you registered for VAT?**  Yes  No

**Are you able to claim back your VAT** Yes  No

**Project Costs**

*What will the grant awarded be spent on? Place the value of VAT in the VAT column alongside those items you are NOT able to reclaim VAT against*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Net £** | **VAT £** | **Units** | **Total\*** |
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| **Totals** |  |  |  |  |

**Total\* Net + VAT:**

*Please ensure that the grant you are applying for does not exceed £3000. Applications above this amount will be rejected.*

**Evaluation**

**How will your organisation evaluate and monitor the project?**

*This is important as once the funds are donated, we will revert within a timeframe to ensure there has been impact from the benefit of the funds. We will need to show how the funds have made an impact within your project specifics.*

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**Output and Outcomes**

**How do you measure and define success? What quantitative and qualitative data will you use to show how successful the project has been for your reporting?**

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**What would be your PR/media campaign for the grant? How will you advertise and promote the project and the funds received?**

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**Section 4 - Bank Details**

**How does the name of your organisation appear on your bank account? (Please write in full)**

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**Name of bank/ building society**

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**Address/ Postcode**

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**Account Number Sort Code**

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**Section 5 - Past Funding in General**

**Has your organisation received previous grant funding in the last 3 years? Yes  No**

**If the name of the organisation has changed since your last financial award, please enter the previous name here**

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**How is your organisation funded generally?**

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**What was the date of your last financial award?**

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**What was the value of your last financial award?**

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| --- |
| **£** |

**Is the project complete? Yes  No**

**If Yes: Have you submitted all claims/ monitoring forms? Yes  No**

**Section 6 - Independent reference details**

*To be completed for all applications of £1000*

**Please give the name of someone\* who can provide an independent reference on behalf of you/**

**your group**

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**Job title/ occupation of referee**

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**Referee daytime telephone number**

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**Referee email address**

**Relationship to the group (if any)**

*\* Your reference must be from a person who has a professional standing. It is important that the referee is not formally connected to your organisation, nor a representative of an organisation to which your organisation has a formal and/or commercial relationship. Please see FAQ for further information.*

**Section 7 - Terms and Conditions**

Please read the terms and conditions before submitting your grant application. Please tick to indicate you have done so.

**Section 8 - Applicants Declaration**

This declaration must be signed\* by the primary contact AND one other authorised member of your organisation. These two signatories should not be related. \**please just print name in full. You may use an electronic signature if you have one:*

**Primary Contact**

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**Full Name**

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**Electronic Signature**

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**Position in organisation**

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**Date**

**Authorised Member**

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**Full Name**

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**Electronic Signature**

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**Position in organisation**

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**Date**

**Add here any additional information you would like us to know, or list any supplementary documents you have provided**

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**What Happens Next?**

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| Before you send off the form, please check you have completed all the following:  I have answered every question in the application  I have arranged for two authorised people in my organisation to sign the form  I have attached relevant supporting documents if referenced in the application  I have taken a copy of the completed application form and documentation for future reference  **Please submit your application electronically to grants@bcbn.org.uk.**  **Hard copy postal applications will not be accepted**  *If you have not heard from BCBN after the award date for the relevant quarter assessment, then your application has been unsuccessful this time.* |